



Civilian Personnel Bulletin

FY 2010 NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) SIGNED

On October 28, 2009, President Obama signed the National Defense Authorization Act for Fiscal Year 2010. The new law contains several significant changes affecting DoD and Federal employees. Here is a recap of a number of the changes:

FEDERAL EMPLOYEES AND DOD CIVILIAN PERSONNEL

National Security Personnel System (NSPS):

Repeals NSPS and transitions employees back to the General Schedule (GS) by January 1, 2012. The agreement provides DoD flexibilities to reform the DOD hiring process and establish a performance management system.

Sick Leave for Federal Employees Retirement System (FERS) Employees:

Allows employees covered by the FERS to receive credit for unused sick leave toward their retirement annuity, as is currently the case for employees covered by the older Civil Service Retirement System.

The provision reduces the incentive for employees to use excess sick leave as they approach retirement. OPM estimates the current "use it or lose it" system results in \$68 million in lost productivity each year.

NOTE: *For federal employees under the FERS system who were anticipating getting credit for their unused sick leave upon retirement, take note that the new system will not take effect immediately. It will be phased in.*

This means that until December 31, 2013, employees would receive a credit of 50 percent for unused sick leave. After this date, they would receive full credit for their unused leave.

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This is a functional bulletin prepared in accordance with AR 25-30, The Army Publishing Program.

It contains official information of importance to the civilian personnel community of the Department of the Army.

The information in this bulletin expires 60 days from the date of publication.

Retirement and Part Time Employment:

Allows employees who choose to work part time toward the end of their careers to use a higher salary figure to calculate how that work factors into their retirement benefits.

Non-Foreign Locality Pay:

Ensures retirement equity for Federal workers in Hawaii, Alaska, and the U.S. Territories, the majority of which are employed by the Defense Department, by providing these employees with locality pay. These workers currently receive a cost of living allowance, which does not count toward their retirement, as locality pay does. The provisions are PAYGO neutral and will result in approximately \$258 million in deficit reduction over 10 years.

Defense Acquisition Workforce Development:

Enhances and extends expedited hiring authority to attract quality candidates for defense acquisition workforce positions by removing the “highly” qualified requirement and by changing the requirement from shortage category positions to positions for which there exists a shortage of candidates or there is a critical hiring need.

Defense Civilian Intelligence Personnel System (DCIPS):

Suspends DCIPS for one year and requires an outside analysis of the DCIPS, to include employee input.

Science, Mathematics, and Research for Transformation (SMART) Defense Scholarship Program:

Allows individuals who have successfully completed an academic program for which a scholarship or fellowship was awarded may convert, without competition, to a career or career conditional appointment.

Civil Service Retirement System:

Allows federal agencies to re-employ federal retirees on a limited, part-time basis without offset of annuity.

Pilot Program to help secure Internships for Military Spouses with Federal Agencies:

This pilot program authorizes DoD to enter into an agreement and reimburse agencies who have established internship programs for the authorized costs associated with the first year of employment of a military spouse.

FAMILY SUPPORT PROGRAMS***Military Spouses Internship Pilot Program:***

Establishes an internship pilot program for military spouses to obtain employment with federal agencies and departments in order to provide them with opportunities in careers that are portable as they move with their military spouses from station to station.

ACQUISITION WORKFORCE

Supports the Secretary of Defense’s plan to increase the size of civilian acquisition personnel by 9,000. For additional information, please visit the following website:

<http://armedservices.house.gov/pdfs/BillLanguage/FinalSummary.pdf>.

POLITICAL APPOINTEES AND CAREER CIVIL SERVICE POSITIONS

On November 5, 2009, OPM Director John Berry signed a memo regarding hiring political appointees for civil service jobs.

Effective January 1, 2010, Federal agencies must seek prior approval from OPM before they can appoint a current or recent political appointee to a competitive or non-political excepted service position at the GS-15 or below (or equivalent) grade level. Currently, OPM's review is limited only to competitive service appointments below the SES level that take place during a Presidential election year. The new policy mandates OPM written approval prior to making an appointment of the type described below:

A. The appointment of a current political Schedule A or Schedule C Executive Branch employee or a former political Schedule A or Schedule C Executive Branch employee who held the position within the last five years to a competitive or non-political excepted service position under title 5 of the U.S. Code.

B. The appointment of a current non-career SES Executive Branch employee or a former non-career SES Executive Branch employee who held the position within the last five years to a competitive or non-political excepted service position under title 5 of the U.S. Code.

OPM's oversight in this area safeguards merit system principles and assures fair and open competition free from political influence. A copy of the OPM memo and pre-appointment review checklist can be found at the following link: <http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalId=2588>.

OPM will continue to conduct merit staffing reviews for all proposed career SES appointments involving a political Schedule A, Schedule C, or non-career SES political appointee.

*Happy
Holidays
and*



*a
Happy
New Year!*

CIVILIAN TALENT MANAGEMENT PROGRAM BEGINS OUT-OF-CYCLE SLATING FOR KEY POSITIONS



ARMY MEDIA RELEASE

December 9, 2009

FOR IMMEDIATE RELEASE

For more information contact Joanna Barnett, 703-602-9914.

The Civilian Talent Management Office (CTMO) has begun the process of working to fill strategically significant senior civilian positions, known as Army Enterprise Positions. The effort signifies a noteworthy progression for the program tasked with building a bench of diverse and agile senior civilians. These first slates are referred to as “out-of-cycle,” as CTMO continues to work to establish a regular rotation that will occur across the enterprise twice annually.

The CTMO was established in 2008 to fuse current and projected Army GS-15 level leadership requirements with an individual employee’s desires for reassignment and career growth. The program aligns the senior civilian management construct with that of colonels, generals and the Senior Executive Service – providing a corporate-level view of Army leadership positions and the available pool of senior talent.

In May 2009, an Army-wide announcement was issued requesting that Army Enterprise Employees (AEE) (GS-15 equivalents) complete surveys regarding their mobility and preferences for reassignment. CTMO's career advisors are working closely with Commanders and senior leaders to identify current and projected vacancies for this first slating process.

Career advisors within CTMO are tasked with understanding the Command/Directing Reporting Unit senior leader requirements for Army Enterprise Positions as well as the reassignment preferences and professional development desires of AEEs.

OSA, OSA FOA, ARSTAF, ARSTAF FOA, OSA Joint, NATO, ARNG, USAR, ASMDC, TRADOC, FORSCOM

Career Advisors: Ms. DeHart (703-602-2071) Bonnie.Dehart@us.army.mil
Mr. Mageto (703-602-9000) Myron.Mageto@us.army.mil

ATEC, CID, MDW, USACE, USMA, NETCOM, INSCOM, MEDCOM, AASC

Career Advisors: Ms. Bennett (703-602-9049) Jennifer.J.Bennett@us.army.mil
Mr. Perry (703-602-9007) Troy.L.Perry@us.army.mil

ARCENT, ARNORTH, ARSOUTH, Korea, USAREUR, USARPAC, USASOC, AMC, IMCOM

Career Advisors: Mr. Shaw (703-602-9012) Edmund.Shaw@us.army.mil
Mr. Perry (703-602-9007) Troy.L.Perry@us.army.mil

NEW SUPERVISORY DEVELOPMENT COURSE FOR LEADERSHIP TRAINING TO ROLL OUT IN DECEMBER

By Master Sgt. Christina Steiner

84th Army Reserve Readiness Training Center (ARRTC)

Course writers and instructors are busy putting final touches on the new Army Reserve Supervisor Development Course (SDC) due to pilot in mid December at Fort McCoy. The SDC will be a five-day course to enhance leadership skills within Army Reserve civilian and military supervisors of civilians.

“This is both a small- and large-group interaction course; individual and group exercises are to be expected,” said Mr. Jack Venza, spokesman from the U.S. Army Reserve Command (USARC), the proponent agency, in Atlanta. “Students will have the opportunity to share their leadership success stories and principles by which they mentor individuals within their organization.”

Topics will include: National Security Personnel system (NSPS) training and other managerial classes in personnel, finance and recruiting. Leadership topics, which account for about 70 percent of the course include: leadership styles, followership, team building, critical thinking and emotional intelligence.

Prerequisites for the course include: SDC- distance learning (DL), NSPS 101 and iSuccess, which can be found through the Army Institute for Professional Development (AIPD), also known as Reimer’s Digital Library. Civilian and military personnel supervising USAR civilians must attend this course within a year of assuming their jobs.

SDC is designed, developed and instructed by personnel from the 2nd Battalion, 339th Regiment (Leader Training) under the newly re-established Army Reserve Readiness Training Center (ARRTC).

“Before we considered modifying the existing three-day SDC program, we first gained important insight from our Army Reserve population,” Venza said. “We asked selected non-supervisory, supervisory and managerial personnel pinpointed questions about what characteristics and principles they

wanted a high-quality leader to exhibit.

To that end, the SDC task selection board commenced in late June, at Fort McCoy. Sixteen subject-matter experts from the U.S. Army Reserve Command (USARC), along with leadership instructors and instructional systems specialists (ISS), determined what class topics and sequencing to build. The staff analyzed and collaborated until they agreed upon certain topics, some of which had been discussed during the critical task selection board several months ago.

Sue Ellen Kress, an ISS with the 2-339th, led the board. “We [selected] tasks for the residency SDC based upon [subject matter experts’ advice], total task inventory, and USARC [U.S. Army Reserve’s] guidance, and also TRADOC [U.S. Army Training and Doctrine Command] regulations.

Kress explained how the board chose the SDC tasks. “The proposed tasks came from the West Point Leadership Development Program, the Army Management Staff College-Intermediate, the Company Team Leader Development Course (CTLDC), the Army Reserve Technician Entry Training Course (ARTET), and the new critical thinking class in the Battalion Brigade Pre-Command Course (BBPCC) ... we also use the Systems Approach to Training (SAT). We also have to determine the target audience, assess and cluster the tasks into related topics, sequence them and rate the difficulty.”

Lt. Col. Shelley Balderson, 2-339th commander, is excited about the new course. “We’ve worked closely throughout the process with the proponent of the course, USARC G1 [personnel section] to ensure the key areas of development closely suit the needs of the Army Reserve as a whole.

“The support shown by Mr. Jack Venza and the rest of the USARC staff has been instrumental in the course development,” she said. “We’ve developed a course that has leadership competencies woven

throughout, tied them together using hands-on, student-centered approach to learning. Students will find the course both educational and very interactive, an approach that is most effective for adult learners."

The new residency SDC is listed in the Army Training Requirements and Resource System (ATRRS), under school code: 921-190. The pilot is scheduled for December 14 to 18 at Fort McCoy. Eight classes are planned for fiscal year 2010. Beginning in May, SDC will be held in Atlanta.

"The USARC will top load many of the students" said Mr. Todd Jahnke, course director. "But prospective students can submit applications now, provided they have met the distance learning requirements described earlier. It's first come, first serve for the first four iterations. We take between 14 to 32 students per class.

"For the fifth through eighth iterations [beginning late next spring], USARC will submit and handle the quotas," Jahnke said.

For more information on SDC, you may contact the course director Todd Jahnke at: todd.e.jahnke@usar.army.mil or call him at 608-388-2425. He is full-time and overseeing the SDC development.

Master Sgt. Christina Steiner also works with the SDC as course manager. She can be reached at: Christina.steiner@usar.army.mil or 608-388-2292.

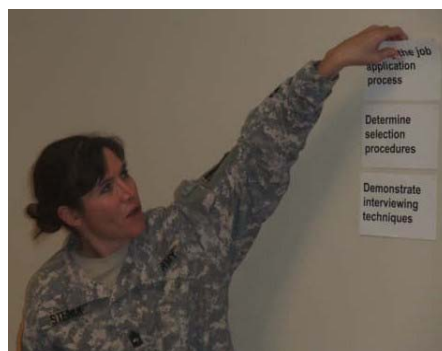


Sue Ellen Kress, an instructional systems specialist, monitors the Supervisory Development Course task selection process in June.

Sue Ellen Kress and Carissa Lelonek, a military technician



instructor, monitors the Supervisory Development Course task selection process in June.



Master Sgt. Christina Steiner, instructor, arranges tasks according to board members' consensus.

Two board members Shirley Martin, 377th Theater Support Command, Louisiana; and Judith Treadway,



643rd Adjutant General Company, Ohio; compare notes in the Supervisory Development Course board review.



Tasks hang as board members vote.

ARMY CIVILIAN TALENT SELECTED FOR THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) HUMAN RESOURCES DEVELOPMENT (HRD) CERTIFICATE PROGRAM

In November 2009, four Army civilians, along with a very limited number of other highly competitive interagency employees, were selected to participate in OSD's centrally funded, one-year, Human Resources Development (HRD), Strategic Advisor Pilot Certificate Program:

Ms. Elizabeth a. Brown-Pettit
CHRA/Senior Training Specialist
Aberdeen Proving Ground, MD

Mr. Jeffrey D. Dziedzic
USACE/Deputy Director
Learning Center
Huntsville, AL

Ms. DJuna M. Sample
USACE/ Supervisory Workforce
Management Specialist
Zama, Japan

Ms. Rebecca S. Thompson
USACE/ Senior Training Specialist
Washington, DC

The OSD, HRD Pilot Program was designed to target employees who manage and consult on learning, education and development programs essential for organizational productivity, individual proficiency and personal career growth. Our Army is continuing our commitment to transform our HRD workforce to align with these new and increasing demands, and this means redefining our HRD competency requirements. These emerging changes also support those to be identified in the revised DoD 1400.25-M, Volume 410 on "Employee Development" (publication expected in early 2010). This Instruction had not been updated in 25 years. Emerging workforce readiness demands now require our HRD Professionals to stretch beyond our traditional transactional roles of yesterday, and today places more emphasis on being HRD professional advisors and strategists.

The HRD Certificate Program consists of a series of educational experiences involving both online and classroom instruction as well as an individual project that addresses our agency's strategic HRD needs. The certificate also ensures a standardized criteria for attaining the requisite proficiency in the HRD discipline.

By OSD definition, a certified HRD Strategic Advisor is a professional with externally assessed and recognized proficiency in the following competencies:

- Strategic Human Capital Management.
- Business and Organizational Awareness.
- Competency Gap Analysis.
- Training and Development.
- Consulting.
- Talent Management and Succession Planning.
- Change Management.
- Budgeting and Financial Analysis.
- Project Management.
- Acquisition Basics.

The Certificate training courses map to the related HRD Strategic Advisor competencies. The course listing includes:

- Aligning HR Strategy with Organizational Strategy.
- Federal Budgeting for Non-Budgeting Personnel.
- Workforce Analysis & Planning Workshop.
- Develop a Training Strategy for Effective Leadership, High Potential Talent & Succession Planning.
- Managing Individual & Organizational Change.
- Internal Consulting for HR Professionals.
- Project Management .
- Strategic Human Capital Management.

Initially, Army had seven self-nominated employees who were endorsed by their commands. Although only four were selected by OSD, all seven were well qualified.

ANNUAL DEPARTMENT OF THE ARMY “VIRTUAL” WORKERS COMPENSATION EVALUATION

The Department of the Army, Office of the Assistant for Civilian Personnel, Workers Compensation Program Manager, Ms. Daisy Crowley, has started conducting her annual “virtual” workers compensation evaluation of each Workers Compensation Program throughout Army.

The virtual evaluation is conducted via telephone conversations with individual Army Civilian Personnel Advisory Center (CPAC) Directors, their Injury Compensation Program Administrators (ICPA), a Civilian Human Resource Agency (CHRA) representative (Ms. Carrie McFaul) and the DoD liaison for their OWCP district office. This annual contact applauds progress at the CPAC and points out areas of possible improvement.

The evaluation includes a review of the CPAC’s current FECA Working Group minutes, a list of problem cases, timely filing of claims, controversial or suspicious claims, lost production days, and return to work efforts.

An innovation last year was the addition of the DoD liaison to each phonecon. This increased Army’s use of the DoD Pipeline program, and by using Pipeline, future cost avoidance soared from \$33 million in 2008 to \$69 million in 2009!

WORKERS COMPENSATION GUIDE FOR DEPLOYING CIVILIANS

Appropriated Fund employees who are deploying now have a concise two-page summary of the benefits and procedures under the Federal Employees Compensation Act (FECA).

The first page describes the benefits and the second page is to be given to the in-theater supervisor upon arrival so the supervisor will know what to do if the employee has a work-related injury or illness.

The two-page handout is now being distributed through the deployment platforms at Fort Benning and at Winchester, Virginia. It has also been sent electronically to all civilians currently in Afghanistan and Iraq.

Each Civilian Personnel Advisory Center (CPAC) that services the deployee is asked to give a copy to the deployee to ensure that the name and email of the employee’s Injury Compensation Program Administrator is added on the second page.

The Army Program Manager for Workers Compensation, Ms. Daisy Crowley, developed the guide after conducting telephone interviews with employees who had combat zone claims denied by the Department of Labor.

Employees and supervisors need to know what constitutes a claim, how a claim should be filed, and what documentation is needed to support the claim. Mr. Kevin Besser from Army Materiel Command designed the graphics.

To read the new Guide, go to CPOL, Benefits and Entitlements, and look for Workers Compensation Guide for Deploying Civilians.

AN UPDATE ON HIRING AUTHORITIES FOR CIVILIAN HEALTH-CARE PROFESSIONAL POSITIONS

The new expedited hiring authority (EHA) to appoint highly qualified individuals to shortage category civilian health-care professional positions at all grade levels is currently being staffed for approval and release for field use.

The positions covered under this new appointing authority are:

- Audiologists.
- Chiropractors.
- Dental Hygienists.
- Dentists.
- Dietitian/Nutritionists.
- Expanded-function dental auxiliaries.
- Health System Specialists.
- Industrial Hygienists.
- Medical Instrument Technicians.
- Medical Technicians.
- Medical Technologists.
- Nurses.
- Nursing Assistants.
- Occupational Therapists.
- Optometrists.
- Othotists/Prosthetists.
- Pharmacists.
- Pharmacy Technicians.
- Physical Therapists.
- Physician Assistants.
- Physicians.
- Podiatrists.
- Practical Nurses.
- Psychologists.
- Psychology Technicians.
- Rehabilitation Therapy Assistants.
- Respiratory Therapists.
- Social Service Assistants.
- Social Workers.
- Speech Pathologists.

The EHA when used requires application of merit principles and preference for hiring of veterans. This authority will expire on September 30, 2012. extended by Congress.

NEW PROCEDURES FOR REDUCING PRIORITY PLACEMENT PROGRAM (PPP) WORKLOAD

In December 2009, the DoD Civilian Assistance and Reemployment Division (CARE) will implement a new method for clearing PPP by all DoD Components.

Job fill requests for personnel actions (RPAs) in the Defense Civilian Personnel Data System (DCPDS) will be automatically matched against the Automated Stopper and Referral System (ASARS) to determine whether a potential PPP match exists. If a match exists, ASARS will send an e-mail notification to the recruitment activity which will require submission of a standard PPP requisition for the vacancy. Requisitions will not be required if there is no notification from ASARS.

Since there are no PPP matches for the great majority of PPP requisitions, this change will reduce the workload of the CPACs. This change is also expected to eliminate the necessity for "reconstruct" actions as a result of failure to requisition PPP. The Civilian Human Resources Agency is currently working with each "A-coded" activity to establish a new dedicated e-mail address for this process.

CIVILIAN LEADERSHIP COMPETENCY GAP CLOSURE STRATEGY WORK BEGINS

In November 2009, Army G-1 civilian leaders in collaboration with G-3/5/7 civilian leaders initiated a working group to identify the civilian competency gap closure strategies and accompanying metrics for planning the Army's overall way ahead for civilian based life-cycle management. This effort includes identifying the workforce development strategies required to map the identified functional and leadership development gaps to the available training and development experiences, and to identify how to develop the associated closure metrics. The Army G-1, had completed its work to identify our civilian leadership development competency gaps and these results were briefed at the HQDA, Civilian Personnel Policy Committee meeting held in the Pentagon on October 23, 2009.

The Army is responding to recently published statutory changes which support OSD's strategic Human Capital Strategic Planning goals and objectives for developing our civilian employees:

Dec. 10, 2009: CFR Parts 410 and 412
(FINAL RULE: Training; Supervisory, Management, and Executive Development): https://webmail.us.army.mil/attach/Federal%20Register%20Notice%20410%20412%20final%20rule.pdf?sid=&mbox=INBOX&charset=escaped_unicode&uid=1676&number=3&filename=Federal%20Register%20Notice%20410%20412%20final%20rule.pdf

Nov. 19, 2009: DODI 1430.16
(Growing Civilian Leaders) (<http://www.dtic.mil/whs/directives/corresp/pdf/143016p.pdf>).

Feb. 6, 2008: GAO Report:
(The Department of Defense's Civilian Human Capital Strategic Plan Does Not Meet Most Statutory Requirements) <http://www.gao.gov/new.items/d08439r.pdf>.

REMINDER - LIQUIDATION OF "OLD COMPENSATORY TIME"

Unused compensatory time off earned prior to May 14, 2007 and remaining in a separate "old compensatory time" account will be liquidated if not used by pay period ending May 22, 2010.

The unused compensatory time off will be liquidated at the overtime rate at which the compensatory time off was earned. A message on this subject was forwarded to commands in August of this year.

As background, on March 15, 2007, the Office of Personnel Management issued final regulations regarding the time limit for using compensatory time off in lieu of overtime pay. Sections 550.114(e) and 551.531(e) of title 5, Code of Federal Regulations, outlines the administration of compensatory time off to an employee's credit as of May 14, 2007.

The provisions gave a 3-year grandfathering period for any compensatory time off to the employee's credit as of May 14, 2007. Under the aforementioned provisions, the employee must be paid for the unused compensatory time off.

A memorandum from the Office of the Under Secretary of Defense with additional information on the subject may be found at <http://cpol.army.mil/library/nonarmy/072409-DoDCompTime.pdf>.

LEAVE DONATION

Currently there are Army employees in the Voluntary Leave Transfer Program (VLTP), due to certified personal and/or family medical emergencies, who have exhausted all their available paid leave. These employees may not receive the amount of leave donations necessary to remain in a paid status. Because their medical emergencies prevent them from returning to work for a prolonged period of time, these employees may experience a substantial loss of income. As we approach the holiday season, these financial hardships are especially noticeable. All employees, especially those employees with “use or lose” leave, are encouraged to consider donating leave to individuals in the VLTP. Section 630.908 of title 5, Code of Federal Regulations, limits the amount of leave an employee may donate to other employees. In general, an employee may donate up to half of the amount of annual leave they would be entitled to accrue during that leave year.

For employees with “use or lose” leave, the maximum amount is either the general amount above, or the number of hours remaining in the leave year, whichever is less. To accommodate local situations and employee needs, commands have been delegated the authority to waive these limitations on a case-by-case basis. This allows employees to donate additional amounts of annual leave to those in need. For information on employees in the VLTP who need additional donations (and who have agreed to have their name disclosed to individuals outside their chain of command and personnel office), contact your local VLTP Administrator.

Additional information on leave donations, to include the memorandum delegating the authority to waive the limitations on donating annual leave under the VLTP, may be found at: <http://cpol.army.mil/library/permis/5019.html>.

SCHEDULING ANNUAL LEAVE

The end of this leave year (January 2, 2010) is fast approaching, and employees should schedule their “use or lose” annual leave as soon as possible. In general, employees may carryover up to 240 hours of annual leave into the next leave year. However, there are exceptions, such as employees who are on or have returned from overseas assignments may carryover up to 360 hours. Most members of Senior Executive Service (SES) and equivalent, such as Senior Level (SL) employees, may carryover up to 720 hours of annual leave into the next leave year. Any excess annual leave that is not used by the end of the leave year will be forfeited.

For this leave year, annual leave forfeited due to an exigency of the public business, illness of the employee or by an agency administrative error, may be restored if the leave has been approved (with documentation) on or before November 21, 2009.

Employees who do not have their “use or lose” annual leave requested and approved by the cut-off date are generally not entitled to have such forfeited leave restored.

Ensuring that annual leave has been requested, approved and scheduled in a timely manner will help prevent excess annual leave from accumulating and being forfeited by the employee. To prevent leave forfeiture, employees should request annual leave on time and supervisors should grant the use of leave to the extent permitted by work requirements.

Any excess annual leave accrued by employees at installations closing or realigning due to Base Realignment and Closure (BRAC) will automatically be restored without having to meet the criteria for restoration.

AG-1 (CP) BOOK CLUB

RECOMMENDED READING:

We are asking
for help in developing
a good reading list

for professionals.

If you have read a
book and would like to
recommend it to
others, please send
your list to the editor
at:

[CIVILIANPERSONNEL-
BULLETIN@
CONUS.ARMY.MIL](mailto:CIVILIANPERSONNEL-BULLETIN@CONUS.ARMY.MIL)

PLEASE SUBMIT
THE BOOK TITLE(S)
AND THE AUTHOR



Title: **"WARMING UP THE WORKPLACE"**

Authors: Frank and Susan Pastizzo

An excellent book and speaker.

Title: **"THE HEART OF CHANGE"**

Sub-Title: Real-Life Stories of How People Change Their Organizations

Authors: John P. Kotter and Dan S. Cohen

Title: **"THE GOAL"**

Sub-Title: A Process of Ongoing Improvement

Authors: Eliyahu M. Goldratt and Jeff Cox

Title: **"THE 21 IRREFUTABLE LAWS OF LEADERSHIP: FOLLOW THEM AND PEOPLE WILL FOLLOW YOU"**

Author: John C. Maxwell

John Maxwell does it again. This is an updated version from a few years ago and the author takes into the realms of leadership that often we forget or refute.

Title: **SINK OR SWIM!: New Job. New Boss. 12 Weeks to Get It Right.**

Authors: Milo Sindell and Thuy Sindell

This is a great book for new hires in any company, but also Federal Service.

Thank you for your submissions

CIVILIAN HUMAN RESOURCES AGENCY (CHRA) NEWS

EXECUTIVE ORDER 13473 – NONCOMPETITIVE APPOINTMENT OF CERTAIN MILITARY SPOUSES

Effective immediately, certain military spouses are eligible for noncompetitive appointments entitled by E.O. 13473. The Office of Personnel Management issued its final ruling in the Federal Register, Vol. 74, No. 154, dated 12 August 2009, effective 11 September 2009. It authorizes noncompetitive appointments in the competitive service to spouses of armed forces service members on active duty who have orders specifying a permanent change of station (PCS). It also entitles spouses of disabled service members or those killed while on active duty to use this authority.

For active duty spouses to be eligible for this authority, they must accompany the service member to the new permanent duty station; seek employment opportunities within the geographical area; and provide proof of the PCS and marriage certificate or license. The geographical area is defined as the service member's duty station and the surrounding area from which people reasonably can be expected to travel daily to and from work. This may be waived if there are no Federal agencies within the geographic area in proximity to the new location; however, until delegation is received from DOD, a waiver of the geographic restriction cannot be approved. It is only a one-time per relocation authority and must be used within 2 years from the date of the PCS orders. Individuals who wait to marry the service member until after the PCS orders are issued, or subsequently marry after the relocation of their spouse are not eligible under this authority. Spouses of active duty military members who are on retirement or separation PCS orders are not eligible to use this authority unless the service member is injured with a 100 percent disability.

In order for spouses of disabled service members or those killed while on active duty to use this authority, they must provide documentation of when the service member became 100% disabled or was killed while on active duty. This includes anyone killed while in active duty status and does not have to be combat related. There is no limit on how many times they can use this authority, but it must be used within 2 years from the date the documentation provided to the Civilian Personnel Advisory Center. The widow or widower must be un-remarried. These spouses are not subject to the geographic area limitation.

This authority may be used for temporary, term or permanent positions in the competitive service. For a permanent position, the appointment is career-conditional unless the appointee has already satisfied the requirements for career tenure or is exempt from the service requirement in accordance with Title 5 Code of Federal Regulations, section 315.201. This appointing authority does not apply to appointments made under the Federal Career Intern Program; it applies only to positions being filled in the competitive service.

Job seekers should be advised to check websites of agencies in which they may wish to work, such as the Army CPOL website, in addition to USAJOBS. Eligible spouses may apply for positions advertised as being open to the "public," "all sources," or "status candidates (to include, Military spouses eligible under E.O. 13473)." Agencies must follow public notice requirements (i.e., posting of a vacancy announcement on the USAJOBS website) when using this authority to fill permanent or term positions, or temporary positions lasting more than 1 year.

CHRA NEWS - *(Cont'd)*

This is a noncompetitive hiring authority designed to facilitate the entry of military spouses into the Federal civil service as a part of an effort to recruit and retain skilled and experienced members of the armed forces and to recognize and honor the service of members injured, disabled or killed in connection with this service. This authority does not confer any employment preference. For more information, the Federal Register final rule can be found at <http://edocket.access.gpo.gov/2009/pdf/E9-19340.pdf>



Kelly C. Bolton, Irwin Army Community Hospital, is one of the first employees hired using the EO 13473 appointing authority.



The Fort Riley CPAC is one of the first CPAC's to hire an employee using the EO 13473 appointing authority.

Pictured here: Mr. Paul Ghent, Fort Riley CPAC, the HR Technician that placed Ms. Bolton at Irwin Army Community Hospital.

CHRA NEWS - *(Cont'd)*

FORT MONMOUTH BASE REALIGNMENT AND CLOSURE (BRAC)

It has been four years since it was announced that Fort Monmouth was on the BRAC list as a closure site.

On October 7, 2009, over 4,200 employees received their Transfer of Function (TOF) notice offering them employment at Aberdeen Proving Ground (APG), Maryland.

In preparation for this big event, the members of the Fort Monmouth (FM) Civilian Personnel Advisory Center (CPAC) have conducted more than 30 briefings to inform the workforce on the elements of the TOF and to answer any questions regarding the process and procedures.

Early Priority Placement Program (PPP) registration has been approved by the Department of Defense (DoD) CARE Office.

PPP briefings have also been provided to the workforce by the DOD CARE Office with the latest ones to be conducted on November 18-19, 2009. These briefings will be presented to coincide with the start of the initial registration period on November 30 ending on December 11, 2009.

While the FM CPAC has planned for the potential registration of 600 employees, early indications appear to suggest that a lesser number will request registration.

In preparation for the largest Army BRAC action, the FM CPAC, in coordination with the United States Army Communications Electronics Command (CECOM G-1), massive recruitment initiatives have been undertaken to replace those individuals who do not plan to go to APG.

During FY 2009, Army Team C4ISR increased their organization by over 1,100 civilian employees. This increase in personnel came from many different sources to include external non-government candidates, employees from other non-Army agencies as well as other Army activities not part of Army Team C4ISR. Over 400 interns, 200 students and 500 full performance employees were hired.

In addition to the TOF to APG, the FM CPAC is also preparing for the closure by reduction-in-force of the U. S. Army Garrison Fort Monmouth and the Patterson Army Health Clinic which includes approximately 400 appropriated fund employees and over 300 non-appropriated fund employees.

Early PPP registration has also been approved for the closure activities and nearly 40 employees have already registered.

CHRA NEWS - *(Cont'd)*

KOREAN NATIONAL DIVISION TRANSFORMS, MODERNIZES, AUTOMATES FOR IMPROVED CUSTOMER SERVICE

The CHRA Far East Region recently completed a 4-month pilot in Daegu, South Korea. The pilot assessed the effects of moving the staffing and classification responsibilities associated with Korean National (KN) Appropriated Fund (APF) Positions. The pilot successfully demonstrated that the transfer of KN staffing and classification responsibility could be accomplished with minimal disruption to services and within existing regional resource allocation. As a result, effective January 1, 2010, the KN APF staffing and classification program responsibilities will officially transfer to the four Area CPACs.

Another outcome of this successful pilot is the development and deployment of the KN Recruitment System (KNRS) – an online recruitment system similar to the CONUS recruitment program.

Key improvements to the system include:

○ **An applicant interface that will permit applicants to:**

- 1) Create, save, and modify their employment applications on-line.
- 2) View all KN vacancies on-line and apply by self-nominating for positions of interest.
- 3) Immediately view the status of their applications.

○ **A supervisory interface that will permit supervisors to:**

- 1) Receive referrals electronically.
- 2) View/print referred resumes on-line.
- 3) Document their selections on-line and immediately return them to the servicing HR Specialist for action.

○ **An HR interface that will permit HR professionals to:**

- 1) Create and post vacancy announcements.
- 2) Review resumes, determine qualifications, and document their ratings on-line.
- 3) Immediately notify applicants of their ratings.
- 4) Prepare and issue electronic referrals.
- 5) Monitor the status of vacancies and outstanding referrals.
- 6) Create an electronic recruitment case file containing all required documentation.

The CHRA Far East Region efforts to identify areas for improvement and streamline labor-intensive processes resulted in numerous positive changes, most importantly improved services for our customers. Well done, Far East!

EMPLOYEE SPOTLIGHT

WELCOME

The Office of the Assistant G-1 for Civilian Personnel (OAG-1 (CP)), Employment Policy Division, is pleased to welcome **Ms. Sandra Howard-Pleasants**. Sandra joined us from the Defense Information Systems Agency (DISA) where she served as a Human Resources Specialist. Sandra has over 25 years of Human Resources experience from various Military and Civilian positions. She has worked at the Navy Yard in Washington DC, the Veterans Administration, the Defense Intelligence Agency (DIA), and the Military Personnel Center. Sandra holds a Bachelors Degree in Liberal Arts from Excelsior College, in Albany, New York. She will be working as the Legislative Program Manager for legislation and family advocacy program initiatives. We are happy to have her on board as a member of our team.

The OAG-1 (CP), Employment Policy Division, is pleased to welcome **Mr. Drew Davis**. Drew joined us from the Fort Sam Houston Civilian Personnel Advisory Center (CPAC) where he served as a senior Human Resources Specialist. Drew brings several years of HR experience including working in the North Central Civilian Personnel Operations Center, the Fort McCoy CPAC, and the Cherry Point Marine Air Base (Navy Fleet Readiness Center CPAC). He holds a Bachelors Degree in Political Science from Michigan State. He will be working on the Civilian Expeditionary Workforce team, aiding in the creation of policy for the civilians who deploy overseas. We are happy to have him on board as a member of our team.

The OAG-1 (CP), Employment Policy Division is pleased to welcome **Ms. Barbara Walker**. Barbara joined us from the Civilian Human Resources Agency (CHRA) Europe Regional Operations Center, Seckenheim, Germany where she served as the Human Resources Specialist for the CHRA-E Regional Director. Barbara brings over 24 years of HR experience to the Army staff where her prior assignments included serving as a HR Specialist at the Europe Regional Operations Center, Germany; she served as a senior Classification Specialist at the West Civilian Personnel Operations Center (WCPOC), Ft. Huachuca, AZ; and as a Classification Specialist at the Fort Sam Houston Civilian Personnel Office, Fort Sam Houston, Texas. Barbara also spent several years as a corporate HR manager in private industry. Barbara is a native of Oklahoma City, OK, but calls San Antonio, Texas home.

RETIREMENTS

The Area II Civilian Personnel Advisory Center (CPAC) at Yongsan, Seoul, Korea recently commemorated two of their premier Korean National employee's retirements, **Mr. Un Kyong Song** and **Mr.K.C. Pak**. Both retired on August 31, 2009 and together, they have 90 years of faithful service to the United States Army in Korea.

Mr. Song began his career with the Army shortly after the Korean War when he was only 17 years old. He was first appointed to the position of Personnel Clerk on July 13, 1960, and climbed the ladder until he achieved the position of Human Resources Specialist. He has served in the Area II CPAC for the past 49 years. For the next year, Mr. Song will now devote his time to his church as the Managing Director of the 2010 Youth Summit. Afterwards, he will move to New York City with his granddaughter to serve as her guardian while she attends The Julliard School of Performing Arts on full scholarship for violin.

Mr. Pak began his career as a [USFK](#) local hire on March 7, 1968 at the Pusan Civilian Personnel Office as a Personnel Clerk and advanced until he achieved the position of Human Resources (Employee Relations) Specialist. He worked in the Area II CPAC since December 1, 1974.

Both Mr. Song and Mr. Pak will be sorely missed by their colleagues and friends at the CPAC and the Area II community, but they will never be forgotten.

IN MEMORIAM

Jessie James Lipscomb, Jr., 61, of Monroe VA, lost his long and courageous battle to cancer at home on Friday, November 20, 2009. His parents, Jessie J, and Ruby R. Lipscomb predecease Jessie. He leaves behind his devoted wife Lee, daughter Michelle Conroy, and son Gregory Lipscomb (children of Lois Lipscomb), step-daughter Lindsay Smoot; son-in-law Kevin Conroy; grandson Michael Conroy, granddaughter Madison Conroy, aunts Shirley Lipscomb and Ilean Layne, uncle Eugene Lipscomb, cousins, nieces and nephews, his cocker spaniel Monroe, and a host of good friends.

Jessie has been affectionately called a force of nature, the center of the universe and a loving Virginia gentleman. He was all those things and more. He was a devoted husband, father, and Pop Pop.

Jessie had many hobbies that all ultimately focused on the beauty of nature, family and friends. He enjoyed photography and captured weddings, baptisms, birthdays and reunions, sharing the pictures, set to music, with family and friends. Jessie loved building ponds and keeping koi – his ‘living jewels’. It was a consu-

ming passion for him – he even built one at his home in Alaska. He found peace and tranquility with the ponds and fish. He adored plants and trees and used them creatively around his ponds and property. He loved to travel and thoroughly enjoyed exploring Alaska and traveling across the country in his motor home.

He was born in Lynchburg and raised in Madison Heights. After graduation from Amherst County HS, he moved away to pursue his career in automation. Jessie was an Army veteran from 1968 to 1970, serving in Germany and the Pentagon where he honed his automation skills. Jessie became interested in electronics and automation at an early age. This interest grew into his career as a manager of software development for the Department of the Army. His vision and exceptional managerial skills were recognized and respected throughout his 37 years of service. He lived the majority of his adult life in Northern Virginia. He took a job in Alaska in 1996 and lived there until 2001 when he returned to Northern Virginia. Jessie retired in 2002 and returned to Central Virginia where he married Lee and set up their little piece of paradise.

AWARDS CORNER



Welcome to Awards Corner! Here you will find general information and updates on several types of awards to include requests for nominees, upcoming ceremonies, announcement of winners, and other important information that readers should be kept abreast of or that may be of interest to the civilian personnel community.

Additional information on awards can also be found at <http://cpol.army.mil/library/permis/53.html>

HELPFUL HINTS

Award Information for Official Personnel File

The employee's management (award nominating official) is responsible for notifying the employee's servicing Civilian Personnel Advisory Center whom has the responsibility of adding honorary or monetary awards into a recipient's Official Personnel File (OPF). The award recipient should double check their OPF to make sure it was added.

When to Recognize the Accomplishments/Contributions of a DA Civilian

Some commands or agencies have inquired about a "Retirement Award" to recognize a retiring Department of the Army (DA) Civilian for the accomplishments/contributions achieved throughout their career. The "Retirement Award" would be equivalent to an award a service member may receive upon their retirement. The DA does not have a specific "Retirement Award" for its civilian personnel. The employee may be recognized at retirement if there is a recent accomplishment/contribution that meets the criteria in AR 672-20, Decoration, Awards, and Honors Incentive Awards; however, accomplishments/contributions should have been recognized at appropriate times throughout their career.

The guidelines established in the AR 672-20, Decoration, Awards, and Honors Incentive Awards are specific in the process of recognizing the accomplishments/contributions of a DA civilian. All the awards are based on accomplishments/contributions that were completed in a specific time period. In addition to accomplishments/contributions, honorary awards should be earned in a hierarchical order from the lowest to the highest. A civilian employee may receive the same level of award more than once however the recognition and time period may not overlap a previously issued award. The honorary awards require that a pattern of excellence be established, thus their award history is reviewed to ensure that this criteria is met, and if the employee has received honorary awards in hierarchical order.

Recognizing a DA Civilian for their support during a specific operation/exercise and receiving a medal for that special event, i.e., DFM or GWOT does not prevent them from receiving an additional honorary award for an unrelated accomplishment/contribution.

Each command, agency and supervisor with approval authority is encouraged to recognize their employees at the time the accomplishments/contributions occurred.

Call for Nominations :

ARTHUR S. FLEMMING AWARDS
for Exceptional Achievement in Federal Government Service

Suspense: December 29, 2009

The George Washington University and the Arthur S. Flemming Awards Commission announces the 60th Annual Arthur S. Flemming Awards.

The Flemming Awards honors Federal government employees who have made outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment achieved or completed during 2009.

Twelve awards will be presented; four each in three distinctive categories:

◊ ***Applied Science, Engineering, and Mathematics.***

◊ ***Basic Science.***

◊ ***Managerial or Legal Achievement .***

Any career civilian employee of the Federal government or member of the uniformed services who has at least three, but no more than fifteen (15) years of service as of

December 31, 2009, is eligible for nomination for the Arthur S. Flemming Award. A nominee may be an officer or employee in the agency headquarters or field service throughout the world. Each award winner will receive an engraved medal.

Additional information about the Flemming Awards is available on line at their website: <http://www.gwu.edu/~flemming/>.

Department of the Army award nominations must be forwarded to the Army Incentive Awards Board; e-mail address: ag1cpaiabsecretary@conus.army.mil.

The Army Commands, Army Service Component Commands and Direct Reporting Units will set their own suspense dates.

PACKETS WILL NOT BE ACCEPTED IF PROPER ENDORSEMENTS ARE NOT ATTACHED.

PACKETS WILL NOT BE ACCEPTED AFTER SUSPENSE DATE. NO EXCEPTIONS.

Call for Nominations:

SECRETARY OF THE ARMY AWARDS CEREMONY

Suspense: January 8, 2010

The Army Incentive Awards Board is seeking nominations for the Secretary of the Army Award Ceremony.

Secretary of the Army Awards:

Decoration for Exceptional Civilian Service

For civilian members who provide exceptional achievement or service of major significance, provide outstanding leadership or exhibit great courage. This is the highest-level award granted by the Secretary of the Army to civilians. The equivalent military award is the Distinguished Service Medal.

Secretary of the Award for Valor

For civilian members who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job. The performance of the heroic act must be evidenced by voluntary action above and beyond the call of duty.

To nominate an individual for one of these awards, the following information must be forwarded to the Army Incentive Awards Board for review:

- Endorsement from a Commander of an Army Command, Army Service Component Command, or appropriate Direct Reporting Unit.
- Professional electronic photograph.
- Supporting documentation to include previous awards.
- Proposed citation that includes specific examples of act or services rendered.

More detailed information on eligibility and criteria can be found at <http://cpol.army.mil/library/>.

To be eligible for the 2010 award, all nominations must be submitted to the Army Incentive Awards Board no later than January 10, 2010; E-mail address: AG1CPAIBSecretary@conus.army.mil. The Army Commands, Army Service Component Commands, and Direct Reporting Units will set their own suspense dates.

For more information on award nomination packet, please refer to AR 672-20, http://www.army.mil/usapa/epubs/pdf/r672_20.pdf or DA PAM 672-20, http://www.army.mil/usapa/epubs/pdf/p672_20.pdf.

Call for Nominations:

2010 SERVICE TO AMERICA MEDALS

Suspense: January 29, 2010

The Service to America Medals Awards Program pays tribute to America's dedicated Federal workforce, highlighting those career civilian Federal employees who have made significant contributions to our country.

The honorees are chosen based on their commitment and innovation, as well as the impact of their work on addressing the needs of the Nation.

The awards are presented annually by the nonprofit, nonpartisan Partnership for Public Service to celebrate excellence in our Federal civil service. The award recipients will be honored at a dinner and awards ceremony in Washington, D.C. and will receive cash prizes from \$3,000 to \$10,000 in the following categories:

- Federal Employee of the Year
- Career Achievement (requires 20+ years of government service)
- Call to Service (age 35 or younger, and 5 years or less of government service)
- Citizen Services
- Homeland Security
- International Affairs
- Justice and Law Enforcement
- National Security
- Science and Environment

NOMINATIONS MUST BE SUBMITTED ONLINE TO THE SERVICE TO AMERICA MEDALS PROGRAM AT: <http://servicetoamericamedals.org/SAM/nominations/>.

EDITORIAL POLICY:

The bulletin editor encourages you to share your opinions, ideas, and suggestions. Comments and feed back from both individuals and organizations are very welcome. All correspondence must have the name and contact information of the originator in the event there is a need to reach the author for additional information.

Please forward comments, suggestions, or news items for publication to the CPB Editor, CivilianPersonnelBulletin@conus.army.mil, for final approval.

HOW TO SUBSCRIBE:

To receive notification of the latest issue of the Civilian Personnel Bulletin (CPB) through Army Knowledge Online:

- Log on to AKO; click on **"Groups"** on the top menu.
- Under **FIND**, type in **"Civilian Personnel Bulletin"**; click **Find**.
- Under Group Search Results **"Civilian Personnel Bulletin,"** click **"Profile."**
- Now, click **"Register."**

Archived editions of the CPB are available at <http://cpol.army.mil/library/cpb/>.

Office of the Assistant G-1 for Civilian Personnel

Program Support Division
ATTN: DAPE-CPS
Hoffman Building I, Room 460
2461 Eisenhower Avenue
Alexandria, VA 22331-0300



ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of the Army Team

I am dedicated to our Army, our Soldiers and
Civilians

I will always support the mission

I provide stability and continuity
during war and peace

I support and defend the Constitution of the
United States and consider it an honor to serve
our Nation and our Army

I live the Army values of Loyalty, Duty,
Respect, Selfless Service, Honor,
Integrity, and Personal Courage

I am an Army Civilian